

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
DETROIT, MICHIGAN**

OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT

**TEMPORARY SUPPLY CLERK/WAREHOUSEMAN - #03-07
(Appointment Not To Exceed One Year and One Day - Two Positions Available)**

**STARTING SALARY/CLASSIFICATION LEVEL (depending upon qualifications): CL-23
\$27,008 - \$33,761 - Salary Commensurate with Experience/Qualifications**

POSITION SUMMARY

These temporary positions are in the Court Services Unit of the District Clerk's Office. Continuation of employment beyond the one year and one day will be based on performance and availability of funds. The incumbent performs a combination of manual, mechanical and clerical duties with particular responsibility for receiving, storage, movement and distribution of supplies, furniture, equipment and all other procured materials. The incumbent reports directly to the Property and Procurement Supervisor.

Representative Duties

- Receives, examines for damage or defects and records receipt of supplies, furniture and equipment; stores in proper storage areas. Compares reports/packing slips to purchase order for completeness; appropriately annotates and provides to assigned procurement clerk or supervisor.
- Maintains central supply rooms to store supplies, equipment and furniture for the U.S. District Court; keeps supplies in order as well as equipment and furniture storeroom areas. Maintains computer-based inventories of disposable supply stock on a perpetual or periodic basis.
- Assembles and packs supplies, equipment and furniture for shipment. Delivers or routes supplies, equipment and/or furniture to requesting office with direction provided by procurement clerk or supervisor.
- Initiates requisitions for replenishing stock according to policies and procedures. Retrieves stock items, court forms or records as necessary to provide service to the Court.
- Maintains jury refreshment stock and delivers as needed to jury rooms. Ensures rotation of refreshment stock and removes, returns or disposes of all expired perishable stock items.
- Operates automated metered mail system. Picks up incoming mail from the dock and other specified court locations; provides daily delivery service to appropriate court chambers or office. Operates paper shredding equipment as required.

- Provides minor on-site repair or adjustment to furniture, furnishings and equipment as instructed. Performs other duties such as hanging pictures or bulletin boards.
- Lifts, moves, disassembles and reassembles office furniture, furnishings and equipment as instructed.
- Conducts periodic inspections of hallways, courtrooms, jury rooms, witness rooms, etc. and documents items needing repair or cleaning.
- Performs other duties as may be assigned.

QUALIFICATIONS

To qualify for the position of Supply Clerk/Warehouseman, a candidate must possess an excellent work history that indicates reliability, predictability and commitment. A candidate must be able to work independently, work under pressure and work cooperatively with others. The position also requires excellent organizational, communication and keyboard skills. Must be a self starter and be detail oriented. **High school equivalency and keyboard testing will be administered to those invited for an interview.**

Required

Candidates must be a high school graduate or equivalent and have a minimum of two to three years of progressively responsible experience which involved shipping and receiving, inventory and stock procedures and processes. This experience must have included general clerical work associated with the process such as telephone usage, record keeping, sorting and distributing mail/stock and typing/keyboarding. Mechanical ability and ability to make minor repairs to furniture or other court property. Moving/lifting of furniture, furnishings, equipment and supplies weighing up to 75 lbs. is required.

Preferred

Higher education preferred. Experience with WordPerfect and Lotus Notes is desirable. Experience in preparing spreadsheets for reports.

APPLICATION PROCEDURES

To be assured consideration, applicants should submit a cover letter and resume to the Personnel Office, United States District Court, 827 Theodore Levin U. S. Courthouse, Detroit, Michigan 48226 by the close of business on Monday, May 12, 2003. Cover letter should reference position title and vacancy number. Only those applicants selected for an interview will be contacted.

EMPLOYMENT INFORMATION

Benefits

- Credit for prior federal government service
- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first 3 years; 20 days per year after 3 years and 26 days per year after 15 years
- Paid sick leave in the amount of 13 days per year

- Mandatory participation in Federal Employees Retirement System
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees Health Benefits
- Optional participation in choice of Federal Employees Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefits Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan

Conditions of Employment

Employees must be United States citizens or eligible to work in the United States.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the Court.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Final candidates will undergo a background check.

Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY/EDR EMPLOYER

4/25/03